



Environmental Protection Agency
Office of Superfund Remediation & Technology Innovation

Contract No.: EP-W-13-015
Contractor: Skeo Solutions Inc.
TO No.: 3 OSRTI-Multi Regions

TECHNICAL DIRECTIVE DOCUMENT

In accepting this technical direction, the contractor agrees that the cost and all other terms and conditions of the contract remain unchanged.

Technical Directive No.: *(Tina/Freya will assign a TD #) R8 Columbia Falls Aluminum Complanly (CFAC) site*
Site ID #, Action Code & Operable Unit: (for cost recovery purposes): **0828 CR00 C001**

Task Order Project Officer (TOPO): Sisay Ashenafi **Phone:** 303-312-6138

*Identified as primary point of contact for the full Task Order. The initial point of contact for project communication and start up for all support under the Task Order. TOPO/Alt TOPO can direct the contractor within the scope of the Task Order, revise Task Orders, initiate technical directives and provide clarifying communications or directions to contractor. **Has no authority to direct the subcontractor.***

Task Order Manager (TOM): Sisay Ashenafi **Phone:** 303-312-6138

*TOMs must hold a current COR certification and be identified as the COR on the TASC contract. The lead point of contact for communication for the project and can direct the contractor within the project scope of work as provided to the contractor by the TOPO/Alt. TOPO. **Has no authority to direct the subcontractor.** TOMs may not issue technical directives; only the TOPO/Alt. TOPO may do this.*

Site Staff:

RPM: Mike Cirian **Phone:** (406) 293-6194

CIC: Robert Moler **Phone:** (406) 457-5032

*Is not a COR and **has no COR responsibilities (unless designated as the TOM, above) or authority to direct the contractor or subcontractor.** Serves as the Site expert and is able to provide technical clarification only to the contractor or subcontractor.*

Regional TASC Coordinator: Sisay Ashenafi **Phone:** 303-312-6138

*Is not a COR and **has no COR responsibilities (unless designated as the TOM, above) or authority to direct the contractor or subcontractor.** Serves as a TASC program Regional point of contact for EPA and the communities and is responsible for communicating Regional TASC needs to Headquarters for planning purposes and as unplanned needs arise.*

Support activities:

On March 26, 2015, EPA proposed adding the CFAC site to the National Priorities List as a result of findings of a site investigation that indicated that high concentrations of polycyclic aromatic hydrocarbons occurred primarily in soils and sediments and that a release to groundwater and surface water of cyanide had occurred as a result of plant processes. The CFAC site is located two miles northeast of Columbia Falls in Flathead County, Montana. It covers approximately 960 acres north of the Flathead River.

This technical directive request is specifically to get assistance in developing a Community Involvement Plan for the CFAC site and forming a Community Advisory Group (CAG).

For the CIP, contractor support is expected to include:

- Researching and obtaining materials to be included in the CIP on chapter profiles;
- arranging community interviews with a broad cross section of stakeholders;
- providing note-taking assistance and compiling interview results;
- compiling and tracking a list of follow-up topics based on interview information;
- organizing main CIP topics based on interviews and other sources of information;
- Drafting the CIP including creating figures, factsheets, maps, infographics, and other visual education tools; and
- seeking and incorporating stakeholder, partner, and public feedback in final draft.

In forming a CAG (if viable), contractor support is expected to include:

- Identifying interested and available volunteers and stakeholder representatives to form the CAG.
- Set up initial meetings;
- Train participants in effective meeting preparations, visioning practices, and small group communication.

Deliverables: (break down your bullets above into deliverables with dates if known... if not known, based on community/EPA availability. Must include 1-3 on you TD)

1. June, 2016: Begin research to support the CIP; set up community interviews.
2. June – July 2016; Set up and conduct interviews for CIP with at least 20 people/groups representing a cross section of stakeholder interest. Begin to assess potential CAG viability and identify CAG volunteers.
3. September 2016: Develop draft of CIP for review by RPM and CIC. Solicit review and feedback by interviewees. Set up initial CAG meeting.
4. October 2016: Incorporate RPM, CIC, and other feedback and finalize CIP. CIP and embedded fact sheets and infographics available for public distribution.
5. September 2016 - March 2017 (if viable): Follow up with CAG group to support organizational viability. Link CAG with appropriate resources and information.

I certify that this Technical Directive Document does not request services that are inherently governmental functions and that it does not alter the (1) Statement of Work; (2) Level-of-Effort; or (3) Cost of performing the authorized work for the above-referenced Task Order.

TOPO Signature: Sisay Ashenafi **Date:** ___???

Original to Contractor - Contractor Receipt: _____ **Date:**

cc: Project Officer (5204P)

Contracting Officer (3805R)

COR File